

## Vacancy Announcement (019/2025)

Pyi Gyi Khin (PGK), established in 1997, is a non-governmental organization working together with local and international organizations. Pyi Gyi Khin strives for the rights of every citizen, especially women and children, and provides necessary services through capacity building of the people and necessary advocacy work.

PGK have implemented projects and programs on the community-based HIV prevention and ART support, community-based MDR - TB care project, TB care in Hard-to-Reach Areas, and the Local Engagement and Development for TB (LEAD-TB) project, with the support of GFATM, USAID and International NGO and partners. In response to the recent earthquake, PGK has mobilized emergency medical teams and collaborated with local SHGs and CBOs to provide essential health care, food and non-food item distribution, mental health counselling, and referral support in the affected areas.

Now PGK is recruiting a qualified candidate for **Medical Officer** under Earthquake Response Project\_CPI.

| Position Title   | Medical Officer                     |
|------------------|-------------------------------------|
| Number of Post   | 1                                   |
| Level & Grade    | 5 B1                                |
| Salary           | USD - 748                           |
| Report to        | Program Manager (Medical Team Lead) |
| Duty station     | Aungpan (Southern Shan State)       |
| Project Duration | Till End of October                 |

### Scope of Work:

The *Medical Officer* will lead the mobile clinic team in delivering essential health services to communities affected by the earthquake on Sagaing Faultline. Key responsibilities include providing clinical care for both acute and chronic health conditions, delivering emergency medical interventions when necessary, and ensuring high standards of clinical management. The Medical Officer will also coordinate closely with internal team members and external stakeholders to support effective service delivery, establish referral pathways, and promote community engagement.

## **Roles and Responsibilities**

### **Clinical Service Delivery**

- Conduct triage to prioritize patients based on the severity of their conditions in both routine and emergency situations.
- Provide medical consultations and treatment for acute and chronic illnesses in line with national and organizational clinical protocols.
- Deliver emergency care and stabilize critically ill or injured patients in the field.
- Identify cases requiring advanced care and ensure timely referral with appropriate documentation and follow-up.
- Monitor and report potential disease outbreaks and contribute to early warning and response systems.

### **Infection Prevention and Control (IPC)**

- Ensure that all team members comply with IPC protocols during clinical procedures and service delivery.
- Oversee the implementation of hygiene practices, safe waste disposal, and disinfection routines.
- Conduct periodic refreshers and supervision of IPC standards.

### **Planning and Scheduling**

- Develop weekly and monthly work plans for the mobile clinic team based on community needs and field realities.
- Adjust team deployment schedules in coordination with the program team and local stakeholders.
- Plan and support outreach and community-based health education sessions when relevant.

### **Coordination and Representation**

- Coordinate with internal departments (e.g., logistics, M&E, pharmacy, program) for smooth operational support.
- Liaise with local health authorities, community leaders, and partner organizations to maintain collaboration and ensure continuity of care.

- Represent the mobile team at local coordination meetings, stakeholder engagements, and community briefings.

## **Team Leadership and Supervision**

- Lead, supervise, and support a multidisciplinary mobile clinic team, including nurses, counselors (volunteers), and support staff.
- Conduct regular team briefings, task allocations, and performance reviews.
- Provide clinical mentoring, coaching, and on-the-job training to strengthen team capacity.
- Foster a collaborative and respectful working environment that prioritizes patient-centered care.

## **Pharmacy and Medical Supply Management**

- Provide clinical oversight to ensure accurate prescribing practices are in line with national treatment guidelines and essential drug lists.
- Collaborate with pharmacy personnel and medical logistics officers to align stock availability with clinical needs, identify critical gaps, and support rational medicine use.
- Monitor and provide guidance on the proper storage of medicines, including temperature-sensitive items and controlled substances, in compliance with clinical safety standards.
- Review usage trends and contribute to planning and forecasting of essential medical supplies based on case load and treatment protocols.

## **Monitoring, Reporting, and Documentation**

- Maintain complete and confidential clinical records and reporting tools as per PGK standards.
- Submit timely reports on clinical activities, health trends, and drug stock usage.
- Participate in data analysis, feedback sessions, and health surveillance when applicable.

## **Additional Assignment**

- Promote awareness and adherence to PGK's code of conduct, safeguarding policies, and operational guidelines among all team members.

- Represent PGK professionally in public health events and community engagement activities as delegated.
- Perform other duties as assigned by the supervisor based on programmatic needs and emergency response priorities.

## Personal requirements

- M.B.B.S degree with valid registration under SAMA and an active medical license to practice in Myanmar.
- Minimum 1 year of clinical experience, preferably in emergency response or outreach/mobile health settings.
- Previous experience in supervising or leading multidisciplinary clinical teams, especially in low-resource environments.
- Experience working with non-profit or humanitarian organizations is an advantage.
- Strong clinical skills in managing acute and chronic conditions, including emergency stabilization.
- Familiarity with community health systems and coordination with local health authorities.
- Proficient in Microsoft Office (Word, Excel, PowerPoint), internet use, and email communication.
- Excellent interpersonal, leadership, and communication skills.
- Empathetic, flexible, and committed to patient-centered care.
- Strong team spirit and commitment to humanitarian values.
- Willingness and ability to travel to project sites.

Please note that all the applications must be in google format as mentioned below or available at MIMU Myanmar website.

Apply link:

[https://docs.google.com/forms/d/e/1FAIpQLSfaXxYHpeOGUWigRu9q6oV2y-mlP5CTrwsFy0cE\\_j5mDOyY1w/viewform?usp=dialog](https://docs.google.com/forms/d/e/1FAIpQLSfaXxYHpeOGUWigRu9q6oV2y-mlP5CTrwsFy0cE_j5mDOyY1w/viewform?usp=dialog)

## Notes for Application:

**Interested individuals should submit an application letter specifying the position, along with an updated Cover Letter or Letter of Interest and a CV that includes a recent photo, educational qualifications, and contact details of (3) referees.**

No. (82), Maharsi Tharthana Yeik Thar Road, Bahan Township, Yangon, Myanmar.

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[www.facebook.com/PyiGyiKhinMyanmar](https://www.facebook.com/PyiGyiKhinMyanmar)

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- ✓ *The deadline for submitting applications is **July 8, 2025 (Tuesday)** at 5: 00 PM.*
  - ✓ *CV and Application Letter must be in the form of PDF Version only.*
  - ✓ *We are not obliged to return the application received. Qualified women candidates are encouraged to apply.*
  - ✓ *All facts mentioned in your CV form must be corrected.*
  - ✓ *Candidates are also requested to mention in the applications if there is, blood/ marriage relationships with the existing Pyi Gyi Khin employees.*
  - ✓ *Only short-listed candidates will be notified. Please make no telephone enquiries.*

***PGK expects full commitment of its employees to the PGK Code of Conduct including PSHEA policy.***



**Admin and HR Department**

**Pyi Gyi Khin**

**No. 82, Maharsi Tharthana Yeik Thar Road,  
Bahan Township, Yangon, Myanmar.**